

# Public Affairs Officer's Activity Report for month of: \_\_\_\_\_ 2002

Unit Name - \_\_\_\_\_ Charter Number \_\_\_\_\_ Group \_\_\_\_\_

PAO Name - \_\_\_\_\_ Rank \_\_\_\_\_

Address - \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Please list ALL activities undertaken in the following categories. Attach copies of any newsletters you distributed or any newspaper articles printed about your unit.

**External Information:** List all releases distributed externally (media outlets, CAP News, etc.)

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**Internal Information:** List newsletters, flyers, or other information distributed to members.

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Georgia Wing Headquarters

Office of Public Affairs

Please use additional sheets if necessary.

June, 2002

**Community Relations:** List unit open houses, recruiting drives, public appearances, etc.

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**Other Activities:**            List any activities -- missions, etc. -- that do not fit the other categories.

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**Please complete the following to help assess the Wing's Public Affairs Program:**

Does your unit publish a newsletter/flyer?    Yes    \_\_\_\_\_    No    \_\_\_\_\_

If so... how often?    Monthly    \_\_\_\_\_    Quarterly    \_\_\_\_\_    Other    \_\_\_\_\_

Does your unit have a web page?                      Yes    \_\_\_\_\_    No    \_\_\_\_\_

If not... do you need assistance in developing one?                      Yes    \_\_\_\_\_    No    \_\_\_\_\_

Please list any training or assistance you feel you need to perform your duties better: \_\_\_\_\_

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Signature of PAO completing report:                      \_\_\_\_\_    Date:    \_\_\_\_\_

Please return by the 5th of each month to:    Georgia Wing Headquarters - Civil Air Patrol  
Attn: PA  
1501 First Street  
Dobbins ARB, GA 30069-4112